From: Bell, Jennifer C. DPI
Sent: Tuesday, December 06, 2016 11:12 AM
Subject: ACT High School Assessments Update: Accommodations

December 6, 2016

Dear Wisconsin educators,

This week's biweekly ACT email is a comprehensive guide for ACT and WorkKeys accommodations testing information.

Overview:

- The window for ACT testing with accommodations is February 28 – March 14, 2017. For WorkKeys, March 1-15, 2017.
- The **deadline** for submitting requests for ACT-approved accommodations for the statewide ACT is **January 20, 2017**. ACT approves accommodations for students that result in college-reportable scores for examinees. Documentation for WorkKeys National Career Readiness Certificate-eligible accommodations does not need review or approval by ACT.
- Test Coordinators (TCs) and Test Accommodations Coordinators (TACs) submit requests and documentation for ACT's review using the Test Accessibility and Accommodations (TAA) System.
- To request access to the TAA System, follow instructions on pp. 19 and 23 the *TAA User Guide*.
- To assign school staff the role of Test Accommodations Coordinator (TAC) so they can assist with accommodations, follow instructions on p. 25 in the *TAA User Guide*.
- The DPI ACT High School Assessments Accommodations and Supports webpage is updated with materials and training videos.
- ACT will release a special testing administration manual that will be sent to schools and posted online in January.
- See attached for email communication from ACT to DACs and TCs sent on November 4, 2016.

Checklist for requesting ACT with writing Accommodations:

☐ Consult the Accommodations Decision Tree for help navigating the accommodations decision process.
☐ Consult the Accommodations and Supports Matrix to review the types of accommodations available: (1) Local Arrangements approved at the school level consistent with the IEP or 504 plan, (2) ACT-approved accommodations requiring a TAA request, and (3) additional accommodations that may be used without ACT approval but result in a score that is **not** reportable to colleges for admissions purposes.
☐ IEP teams decide whether students with disabilities will participate in the ACT with or without testing accommodations.
☐ Obtain parent or legal guardian permission to submit accommodations request. Complete the Consent to Release Information to ACT form and file it at the school.
☐ Use the TAA System to request accommodations and submit documentation.
☐ Consult the Accommodations on the ACT Test document, TAA User Guide, training videos, and policy for documentation for assistance.

□ Contact ACT at 800-553-6244 ext. 1788 or ACTStateAccoms@act.org with accommodations-specific questions

□ Schools can submit an accommodations late consideration form Jan 23 through Feb 24 for newly enrolled examinees and examinees with newly identified disabilities or sudden onset of medical emergencies.

Non-college reportable accommodations:

□ If ACT does not approve an accommodations request, the student has the option of taking the test without accommodations for a score that is college reportable, or taking the test with non-college reportable accommodations. In this case, the Non-College Reportable Accommodations Notification should be signed by the parent or legal guardian. Versions in Spanish and Hmong are also available.

□ Supports are available to English Language Learners, but result in non-college reportable scores. If students are using these supports, the Non-College Reportable Accommodations Notification for ELL should be signed by the parent or legal guardian. Versions in Spanish and Hmong are also available.

□ Schools no longer order non-college reportable materials. Instead, ACT will send an estimated number of materials to your school.

Additional policies for accommodations testing:

- Students with ACT-approved accommodations and non-college reportable accommodations cannot test in the same room together.
- Examinees with different test timings or timing codes must not test in the same room.
- Examinees with accommodations must not test in a standard time room.
- Examinees using a reader or authorized stop-the-clock breaks must test individually in separate rooms.
- Examinees using DVDs may test as a group if they use their own headphones, can control the progress of their own players, and begin each test at the same time.
- ACT encourages group administrations for examinees authorized for the same test timing or timing code (and associated accommodations, if applicable).
- ACT prefers classrooms and recommends no more than 10 examinees in one room.
- Reserve the same room for each day you'll be testing. It is best to schedule consecutive days for examinees approved to test over multiple days, but you may skip days as necessary.

Checklist for WorkKeys Accommodations:

□ Documentation for eligible accommodations does not need review or approval by ACT.

□ Review the WorkKeys Accommodations Overview Video

□ Consult the WorkKeys Accommodations Decision Tree for help navigating the decision process.

□ Consult the WorkKeys Accommodations and Supports Matrix to review the types of accommodations that are available: (1) Test Arrangements consistent with the IEP or 504 plan approved at the school

level, (2) Eligible Accommodations for students with documented disabilities that result in National Career Readiness Certificate (NCRC) eligible scores, and (3) additional accommodations that result in a score that is **ineligible** for NCRC.

- □ Supports are available to English Language Learners. See WorkKeys Accommodations Matrix for details.
- □ During Jan 16-26, 2017, place order for WorkKeys accommodations materials in PearsonAccess^{Next}

DPI will communicate information about accommodations for the Aspire Early High School assessment in January and February.

Best,
Jennifer

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

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Attachment:

From: State Testing [mailto:statetesting@act.org]
Sent: Friday, November 04, 2016 9:23 AM
Subject: ACT State and District Testing: Information about Accommodations - WI

To: Test Coordinators

Cc: District Assessment Coordinators

Subject: ACT State and District Testing: Information about Accommodations

Welcome to State and District Testing for spring 2017! We'd like to provide you with information about accommodations available for the ACT® test. Beginning November 7, you'll be able to access the online Test Accessibility and Accommodations System (TAA).

Test Accommodations for the ACT

The following categories of test accommodations are available for examinees:
- ACT-approved accommodations
- non-college reportable accommodations

- local test arrangements

You'll find information about these categories in the *Accommodations on the ACT® Test* document.

Test Coordinator Responsibility for Accommodations

As the test coordinator (TC), you are responsible for:
- receiving information from ACT about accommodations
- overseeing the submission of ACT-approved accommodations requests for examinees
- receiving shipments of test accommodations materials

TAA and Test Coordinator Role Access

Schools will use the online Test Accessibility and Accommodations System (TAA) to request ACT-approved accommodations. One test coordinator manages access to TAA for your school for all accommodations testing. The test coordinator can then invite other school staff to create an account and assist with accommodations requests.

The test coordinator role access allows your school to:
- submit requests for ACT-approved accommodations
- manage the status of these requests in preparation for testing
- invite, grant, and revoke access to test accommodations coordinators (TACs) in TAA in TAA (you can have multiple TACs in TAA)

How to Request Test Coordinator Role Access

Take the following steps to request test coordinator role access.
1. Follow the instructions in the "How to Request Test Coordinator Role Access" section of the *Test Accessibility and Accommodations (TAA) User Guide*.
2. Use the table below to determine your next step.

If your school …	Then …
Has an existing TC on file in TAA	After selecting, the **Request Test Coordinator Role** button, you will receive a Request Role message box on your screen. Now take these steps. 1. Select the **Cancel** button. Do not select the **Yes** button. *Note: If you select Yes, you risk changing the TC that is already assigned to your school.* 2. Consult with the person listed in the Request Role message box and follow up with that person about granting you TAC privileges to TAA. *Note: Skip the rest of this section.* 3. If that person is no longer at your school, go ahead and request Test Coordinator Role Access.
Doesn't have a TC on file in TAA	You will not receive any message on your screen. Proceed with the instructions in the TAA User Guide to finish requesting TC role access.

3. On the request form, you'll be asked to provide the contact information of an administrator at your school who can confirm you in the test coordinator role.
4. Notify the administrator to watch for an email from **DoNotReply@act.org** requesting TAA validation, and follow up with him or her about responding to the email.

After ACT receives confirmation from your school administrator, it could take *five business days* for ACT to authorize your test coordinator role access in TAA and send you a notification email.

Note: Please request test coordinator role access as soon as possible, so you and/or other staff can submit ACT-approved accommodations requests.

How to Access TAA and Submit ACT-Approved Requests

Once you are authorized by your school administrator and ACT for the test coordinator role access, follow the instructions in the *TAA User Guide* to:

- create and manage an account in TAA
- submit ACT-approved requests for accommodations for examinees

Deadline

The deadline to submit ACT-approved accommodations requests is **January 20, 2017**.

Accommodations Resources and Training

Your ACT-hosted program website is found at: www.act.org/stateanddistrict/wisconsin. Please become familiar with this site and the resources available to you.

Training videos for the accommodations process or TAA are available under the Training heading.

Schedule of Events

On your program website, also be sure to reference the *Schedule of Events* frequently. This document provides important dates upon which to take action.

Contacting Us

If you have questions, you may:

- Contact us electronically via the Contact Us web page at www.act.org/stateanddistrict/contactus
- Call us at 800.553.6244
    - standard time ext. 2800
    - accommodations ext. 1788
- Email accommodations questions to ACTStateAccoms@act.org

Thank you,
ACT State and District Testing Team